

~~CONFIDENTIAL~~

MEMORANDUM FOR: Chief, Logistics Office

FROM: Chief, General Services Office

SUBJECT: Survey Report of the Procurement and Supply Office
dated 3 January 1953

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1. As agreed in a discussion between Mr. [REDACTED] of your office, and Mr. [REDACTED] of this office, we have conducted a review of the Records Management recommendations contained in the subject report which were adopted by your office. Such a review is an assigned responsibility of this office and should be done periodically to assure that affected offices are conforming with established Records Management practices and regulations. Our findings resulting from the review are as follows:

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a. The mail system appears to be working fairly satisfactorily, although some attention is needed at the division level to reduce the too frequent follow-ups now made by the Communications and Records Section.

b. It is obvious that you have a very real problem with respect to the maintenance of the files in the office of the Chief. In the discussions between our analysts and various staff members and secretaries in your office, there was almost unanimous criticism of the system. We are confident that the complaints stem primarily from two causes: (a) Bad filing practices which would preclude the efficient operation of any filing system, and (b) failure to adopt one of our original recommendations, providing for the establishment of a file finding aid. Our analysis of your filing problems with recommendations for their correction are shown in detail in the attachments. I cannot too strongly urge that prompt action be taken to correct this situation which appears to have been progressively deteriorating and which can seriously affect the smooth day to day operation of your office.

c. The filing system is operating fairly well at the division level although there has been established a number of special subject headings without regard to the related secondary subject headings in the manual. The system is flexible enough to permit use of additional subjects as needed but they should be added within the frame work of the system. This should be controlled by the Area Records Officer, if the integrity of an Agency-wide system is to be maintained.

d. The report included a records control schedule which involved a considerable amount of time in inventorying all of the records of the office, appraising them, establishing retirement schedules and obtaining

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the necessary concurrences of the responsible officials of your office. There appears to have been no effort to apply this schedule which is now badly in need of revisions and additions resulting from the many organizational changes which have occurred since the schedule was prepared. We find that few records retired to the Records Center were identified with the schedule and, as a consequence, considerable work will be required in assuring their proper disposition by Center personnel.

e. Although the Logistics Office is presently depositing material every other week, it is felt that other material should be considered vital but is not being transferred to the Repository. Although an internal office instruction, (LI 46-1), dated 8 July 1953 was distributed to the various divisions in the Logistics Office requesting that listings of vital material be provided the Area Records Officer for your office, no complete listing and schedule for depositing has been established as of this time.

2. The approval and adoption of the recommendations contained in the subject report was the first step taken by any office of the Agency toward establishing a Records Management Program. It has been pointed out as an example to other offices just getting their program started, and it is to your advantage as well as ours to have it function as a model. As indicated in this report, however, the program appears to definitely need attention and we would appreciate an opportunity to meet with you or your representatives to discuss the problem in order to determine the action necessary.

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Attachment
Appraisal and Recommended Changes
in Logistics Office Filing System